

**Enquiries**  
**Please ask for** Ms A J Evans  
**Direct** 02 6549 3770  
**Our reference** DA 1994/410  
**Your reference**

14 April 2022

«full\_name»  
«Address1»  
«Address2»  
«Address3»

Dear Sir/Madam

### **NOTICE OF PROPOSED DEVELOPMENT**

A Development Application has been lodged with Council for the following:

**Proposal:** S4.55 (1A) MODIFICATION - REQUEST TO EXTEND  
OPERATIONAL TIME OF EXISTING DEVELOPMENT.

**Premises:** LOT: 72 DP: 1199484 REF: QUARRY – DALSWINTON ROAD  
DALSWINTON

**Development Application No:** 1994/410

**Applicant:** ROSEBROOK SAND & GRAVEL PTY LTD

Council has received the above development application which is on public exhibition between 22 April 2022 and 6 May 2022. During this public exhibition period, the documentation accompanying this application may be viewed on Council's website.

If you wish to express your views, by way of a written submission on the proposal these will be taken into consideration when Council determines the application. Please refer to the back of this letter for important information on making a submission and the use of the personal information you provide.

As Council is obliged to deal with applications within a prescribed period your objection must be received by **6 May 2022**. If a submission is not received within the specified time frame, Council will assume that you have no objections in relation to this proposal. All submissions should be addressed to the General Manager, Muswellbrook Shire Council.

Where you wish to be contacted by Council regarding the progression of this matter, it is requested that any submission or correspondence contain your contact information, including a **preferred contact email address**. This will be used by Council for any further contact in relation to this matter.

For further assistance, please contact Council on 02 6549 3700 and ask for the Planning and Regulatory Services Department and quote the above DA reference.

Yours faithfully



Kim Randall  
**Administration Officer**

## **Information on making of a submission regarding a development application matter**

1. If after examination of the plans you require further information or clarification, please phone the Planning and Regulatory Services Department on (02) 6549 3745 and quote Council's reference number which appears at the top left hand corner of the correspondence.
2. If you decide to make a submission:
  - (a) Make your submission in writing addressed to the General Manager, **preferably via email**;
  - (b) State your name, address, **email address** and the development application number. Submissions and comments where the writer is anonymous may not be considered;
  - (c) There is no obligation for you to make a submission to Council. However should you have a view that you wish to bring to Council's attention, this is your opportunity. If objecting to a development proposal, you should clearly state your reasons, and if possible, make positive suggestions as to what, if any, solutions you feel would be appropriate;
  - (d) Sign the submission;
  - (e) Send your submission to *Muswellbrook Shire Council, PO Box 122, Muswellbrook NSW 2333* or [council@muswellbrook.nsw.gov.au](mailto:council@muswellbrook.nsw.gov.au), to reach us by 4:00pm on the expiry date.
  - (f) Email submissions and comments will be received up to 4.00pm on the expiry date. Email submissions should be followed by a short letter confirming email and signed by the person making submission.
3. Any person who makes a written submission objecting to or supporting a relevant planning application or any development proposal made to council is required to disclose the following **reportable political donations and gifts** (if any) made by the person making the submission or any associate of that person within the period commencing two years before the submission is made and ending when the application is determined:
  - all reportable political donations made to any local councillor of that council, and
  - all gifts made to any local councillor or employee of that council.A reference to a reportable political donation made to a 'local councillor' includes a reference to a donation made at the time the person was a candidate for election to the council.

Further information on reportable political donations and gifts and disclosure forms are available on Council's website at [www.muswellbrook.nsw.gov.au](http://www.muswellbrook.nsw.gov.au) or the Department of Planning website at [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au)
4. If the matters raised are not related to this application or unsustainable in the light of the relevant legislation relating to assessment of the application or they can be addressed by conditional approval, no contact will be made with you by Council staff during the assessment phase. Typical matters raised in submissions which are NOT taken into account with the assessment are: devaluation of property, dividing fence issues, previous nuisances, existing surface water problems (if not exacerbated by the proposed development) and presumed unauthorised future use or activity.
5. Council staff may contact you if matters are not clear or access to your property is necessary. Generally, the merits or otherwise of your submission are not debated. Otherwise, no further contact is made until after determination.
6. Objections raised are referred to the applicant for comment prior to determination. Copies of submissions will be referred to the applicant.
7. After a decision is made, Council will notify those who have made written submissions.
8. Applications may ultimately be determined by a Council meeting rather than under the delegated authority of Council staff.
9. All submissions, including personal information, will generally be made available for public inspection and may be included in full in any reports to Council, Government Agencies or other relevant bodies in the determination of the application. All reports are published in the Council Business Paper which is also available to the public.

There are some exceptions including;

- matters not considered to be in the public interest in accordance with the Local Government Act
- **PLEASE NOTE:** Should you consider that disclosure of your information would result in detriment to you, the words "OBJECTION IN CONFIDENCE" must be clearly stated at the top of the submission. Council may also be obliged to release the full details of the submission, including your name and address, under the provisions of the Freedom of Information Act 1989, even if these words are used on the submission.

Please contact Council on 6549 3700 if you require information about the Privacy and Personal Information Protection Act 1998. A copy of Council's Privacy Policy and Council's policy for public submissions can be obtained on Council's Website [www.muswellbrook.nsw.gov.au](http://www.muswellbrook.nsw.gov.au) or on application to Council.